



***County Office of Boards & Commissions  
Presents***

***Basic Parliamentary Procedures***  
*Facilitated by: Tom Lodico*

**Tuesday, April 2, 2013  
9:00 a.m. – 12:00 p.m.  
Kaua'i Community College  
OCET Classroom #105**

This training session will be facilitated by **Tom Lodico**. Tom is an instructor of Parliamentary Procedures. He currently sits on seven (7) non-profit boards and has been a parliamentarian for profit and non-profit boards. Tom is also an advanced Toastmaster speaker and educates Toastmaster members on parliamentary procedures.

Topics will include:

- Are members policy makers?
- Understanding the role and authority of the chair and governance issues
- Understanding Robert's Rules of Order

**Recommended for:**

Highly recommended for Board and Commission members

**Registration & Information**

Please email [lagoot@kauai.gov](mailto:lagoot@kauai.gov) to register for this *free* training session.  
For information call 241-4917.

Deadline to register:  
March 25, 2013

Maximum of 25 attendees

***If you need an alternate format, or an auxiliary aide due to a qualifying disability, please contact the Office of Boards & Commissions at 241-4917 at least five (5) working days prior to the training session.***